

NSA New Hire / COOP Student Relocation Information Sheet

Privacy Act Statement: Authority for collecting information requested on this form is contained in 5 U.S.C. § 6101, 10 U.S.C. §§ 1601-1614, 50 U.S.C. §§ 402 note, 5 C.F.R. § 610.201, and Executive Order 12333. NSA's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found GNSA 01 apply to this information. The requested information will be used to prepare travel orders for the new hire relocations. Your disclosure of requested information is voluntary. However, failure to furnish the requested information may delay or prevent the Agency from processing your travel orders for your relocation.

Please email (Relocation@nsa.gov) or fax (410-854-1960) this Information Sheet along with either the DD Form 1618 (CONUS) or the DD Form 1617 (OCONUS-outside the U.S. to include Alaska and Hawaii) to the Relocation Program Manager. Please print clearly.

Name (first, middle initial, last): _____

Type of Hire: Long Distance _____ COOP Student _____ Grade: GS _____

Recruiter (person that signed your Final Job Offer letter): _____

Permanent Residence (city and state only): _____

Daytime Phone #: _____ E-mail: _____

Dependents (name, date of birth, and relationship) to include spouse and children/stepchildren (under the age of 21) who will be relocating:

_____	_____
_____	_____
_____	_____

Enter on Duty (EOD) Date: _____ Date at the top of your Final Job Offer letter: _____

Number of rooms to be moved from current residence (excluding bathrooms): _____

Additional pickup of household goods, Yes _____ No _____, if Yes, # of rooms: _____

Location (address, city, state): _____

Vehicle shipment (if Yes, limited to one vehicle), Yes _____ No _____

Departure date for traveling to the Agency/School: _____

How do you plan to travel to the Agency/School? Drive: _____ Fly: _____ Train: _____

If flying, from which airport? _____

If driving, approximately how many miles is it from your current residence to Fort Meade, MD or applicable field site (traveling by the most direct route)? _____

If you have delayed dependent travel, what date will they be traveling and by which mode of transportation?

Additional Information: _____

Signature: _____ Date: _____

**If you have any questions, please contact the Relocation Program Manager at:
1-866-NSA-HIRE (1-866-672-4473)**